



# CITY OF LINCOLN, ILLINOIS

700 Broadway St., P.O. Box 509, Lincoln, IL 62656

*Named for and Christened by Abraham Lincoln, 1853—Incorporated February 16, 1865*  
CITY COUNCIL MEETS FIRST AND THIRD MONDAY NIGHTS EACH MONTH

## FREEDOM OF INFORMATION ACT WRITTEN REQUEST FOR RECORDS

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DAYTIME TELEPHONE NUMBER: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

Please describe below the information/records you are requesting in as much detail as possible. This will enable us to locate the correct records as quickly and accurately as possible.

Records sought to be inspected:

I wish to:

☐ Inspect Only

☐ Receive Copies Only

☐ I agree to pay any and all applicable duplication fees listed in the fee schedule on page 2.

(You will be notified by phone or email when the materials are available)

### Certification of Commercial/Non-Commercial Request

"Commercial purpose" means the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose.

I hereby certify that my request ☐ is / ☐ is not for a commercial purpose.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date of Request

### OFFICE USE ONLY

DATE/TIME RECEIVED \_\_\_\_\_ DATE DUE: \_\_\_\_\_

☐ EXTENSION REQUESTED      EXTENSION DATE: \_\_\_\_\_

☐ COMPLY      ☐ PARTIALLY COMPLY      ☐ DENIED      FOIO INITIALS: \_\_\_\_\_

COMMENTS \_\_\_\_\_



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## **FEE SCHEDULE FOR DUPLICATION OF PUBLIC RECORDS**

### **Black & White Copies**

Size: 8½"x11" and/or Legal

- First 50 Pages: No Charge
- Each Additional Page 15¢/page

Size: 11"x 17"

15¢/page

Size: Drafting

\$2.00/page

### **Digital Copies on CD**

\$ 1.00

### **Photographs**

- Digital Copies on Photo CD \$ 1.00
- Prints At Cost for Reproduction

### **Digital Storage Devices**

At Cost for Purchase

Please note that the requestor will be notified if any records they have requested needs to be sent out for reproduction/printing. The requestor will be charged at cost for said reproductions/printing jobs.